



# HUMAN RESOURCES NEWSLETTER

1198 El Camino Read, Colma, CA 94014  
650/997-8306

Herb Moniz, City Manager  
Diane McGrath, Assistant City Manager  
Eileen Wilkerson, HR/Administrative Technician

**APRIL 2004**

## **AROUND THE WATER COOLER...**

Did you know?

- There are two types of sexual harassment, "Quid pro quo" (an exchange of "something for something") and Hostile Environment.

Did you know?

- A hostile environment is one where there are regular and repeated unwelcome and offensive words, actions, or displays of a sexual nature.

Did you know?

- A hostile environment can simply "unreasonably interfere" with the ability of a reasonable person to perform their job.

Did you know?

- The person who is offended does not have to tell you prior to filing a complaint.

All employees are legally protected against sexual harassment. The Town of Colma "promotes a work environment that provides for the safety and well being of all its employees" through Town Policy 3.4 Anti-Harassment.

The Town promotes anti-harassment education through training, both in the form of workshops and printed materials. Contact your supervisor or Human Resource Services for information.

Complaints of any nature are taken seriously. Town Policy 3.6 Complaints outlines the procedure to file a complaint and the process the Town will take in immediately conducting an investigation.

If you have any concerns or questions contact Human Resource Services.

## **OPEN ENROLLMENT FOR CalPERS LONG-TERM CARE PROGRAM!**

May 1 – August 31, 2004 is open enrollment for CalPERS Long-term Care. This is a voluntary program paid fully by the employee. More information will be available soon.

## **ICMA DEFERRED COMPENSATION ... a new choice (An addition to National Deferred)**

Information meetings to be held **Tuesday, April 20<sup>th</sup> and Thursday, April 22<sup>nd</sup> at 4:30 in the Council Chamber.** See attached flyer.

# DELTA DENTAL INSURANCE REMINDER

All employees and their dependents should have received an Identification Card from Delta Dental AND an Evidence of Coverage booklet from Human Resource Services. If you are missing anything contact Eileen at x306.

\*\*\*\*\*

**Please verify that your name, address, and social security number is correct on your paycheck. If not, call me at 650/997-8306.**

## EMPLOYEES' CORNER – In the loop...

- Mark your calendar for a SAFETY EXTRAVAGANZA! May 18 & 20!!!
- Check out the Health Information Center located on the wall by the kitchen in the Police Department for new April materials.
- Health Benefits and Workers' Compensation are two hot topics for employers today. Human Resource Services is looking into all the alternatives available to the Town to reduce costs while keeping the same or improving the level of service to employees.
- The City Council Agenda is an informative way to stay up-to-date on what is happening in the Town. The Agenda generally comes out the Friday prior to the meeting. A full Agenda is kept on the wall by the counter in Administrative Services.
- PERS Air-time is still up in the air! The CalPERS Board is struggling with an issue of estimated actuarial cost versus actual cost. Due to fluctuations in investment interest rates, CalPERS is still determining what to charge members. In addition, CalPERS is waiting for clarification from the Internal Revenue Service on how transfers from deferred compensation plans will be handled. The latest rumor is that there are in excess of 11,000 applications waiting on someone's desk at CalPERS.

CalPERS has told several Human Resource Specialists that if you have an application on file and retire prior to CalPERS making a decision you will still be qualified to purchase the Air-time. (CalPERS Regulations actually say that you must purchase your Air-time and pay, or begin paying, prior to retirement.)

*Happy Spring!*